

# Contract User Guide for PRF69

## PRF69 Facilities Engineering Services

UPDATED: March 6, 2018

<b>Contract #:</b>	PRF69
<b>MMARS MA #:</b>	PRF69*
<b>Initial Contract Term:</b>	12-22-2017 through 12-21-2020
<b>Maximum End Date:</b>	<b>Up to 12 years with 3 options to renew for three years each</b>
<b>Current Contract Term:</b>	12-22-2017 through 12-21-2020
<b>Contract Manager:</b>	Sorraia Tavares, (617)720-3304, <a href="mailto:Sorraia.Tavares@state.ma.us">Sorraia.Tavares@state.ma.us</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products, Small Business Purchasing Program, MBE/MWBE/WBE, Service Disabled Veteran-Owned Business, Prompt Payment Discounts
<b>UNSPSC Codes:</b>	<b>81-10-00; 81-10-15; 81-10-16 81-10-17; 81-10-21; 81-10-22 81-10-24; 81-10-25; 81-10-26</b>

**Notes:**

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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## Contract Summary

This is a Statewide Contract for Facilities Engineering Services. The award includes a wide-ranging list of independent, experienced and qualified contractors to provide services as specified in the PRF69 RFR. Services sought will be in support of Eligible Entities' physical infrastructure including but not limited to buildings, roads, bridges, utility systems, rinks, pools, athletic fields and trails. Anticipated services include but are not limited to site evaluation, technical analysis and reports, schematic, preliminary, final design, preparation of technical specifications, cost estimation, construction oversight services, and related capital asset project tasks.

**UPDATES:** This Contract User Guide was updated on March 6, 2018 to add additional vendor information.

## Contract Categories

This contract includes 11 categories of service as listed below.

Category 1:	Civil Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12312</a>
Category 2:	Facilities Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12313</a>
Category 3:	Coastal Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12331</a>
Category 4:	Construction Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12332</a>
Category 5:	Mechanical Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12333</a>
Category 6:	Geotechnical Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12334</a>
Category 7:	Energy Systems Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12335</a>
Category 8:	Structural Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12336</a>
Category 9:	Surveying	<a href="#">PO-18-1080-OSD03-SRC3-12337</a>
Category 10:	Transportation Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12338</a>
Category 11:	Water Resources Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12339</a>

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, Prompt Payment Discounts, Supplier Diversity Plan, vendor management and oversight, and the availability of environmentally preferable products.

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](#) and search for PRF69 to find related Master Blanket Purchase Order (MBPO) information.
- See COMMBUYS link above to link directly to the MBPO for PRF69 categories.
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](#) and search for PRF69 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for PRF69 and can be accessed directly by visiting Master Blanket Purchase Order PO-18-1080-OSD03-SRC3-12388

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## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Prior approval of the department is required for any subcontracted service of the Contract. Contractors are responsible for the satisfactory performance and adequate oversight of their subcontractors.

## Construction Requirements

Exceptions for Architectural Services Related to Vertical Construction

Buyers and bidders are cautioned to be sure this contract is used properly. Pursuant to M.G.L. c. 7C, ss. 44-57, buyers are reminded that for building projects any engineering fees over \$10,000 in value and/or construction costs estimated at over \$100,000 in value must be designed by firms selected by the Designer Selection Board and/or the local municipal equivalent and are excluded from this contract.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: [www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf](http://www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf). It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at [mass.gov/ig/procurement-assistance](http://mass.gov/ig/procurement-assistance). Access the 30B Hotline at 617-722-8838 or email them at: [30BHotline@massmail.state.ma.us](mailto:30BHotline@massmail.state.ma.us).

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- This is a fee for service contract
- Purchases made through this contract will be direct, outright purchases

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**Executive Departments:** All Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. Executive agencies are required to utilize COMMBUYS for all related statewide contract purchasing activity. For further details please see the [Best Value Procurement Handbook](#).

**Eligible Entities:** All other Non-Executive Eligible Entities are encouraged to utilize COMMBUYS for all statewide contracts purchasing activity, however the use of COMMBUYS is not required. Non-Executive Eligible Entities may order via email, phone or fax as allowed by the vendor. To ensure that you are being offered statewide contract pricing, contract users should identify and reference the contract number PRF69 when contacting the vendor for quote activity or placing an order.

### Pricing Options

- The compensation structure for PRF69 is according to individual projects as described and agreed to in the SoW provided by the purchasing entity.
- Not-to-Exceed hourly rates inclusive of all costs and overhead is provided as an attachment. Published rates under this contract represent “ceiling” or “not-to-exceed” pricing, and may be further negotiated.
- Negotiated project rates may be published by the Eligible Entities as part of the RFQ records in COMMBUYS.

### Product/Service Pricing and Finding Vendor Price Files

This is a service contract. Price is to be negotiated at the time of the engagement. However, pricing information for each vendor may be found under the PRF69 Master Contract Record MBPO # PO-18-1080-OSD03-SRC3-12388.

**Eligible Entities:** To receive contract item information and/or quotes, Non-Executive Department buyers may contact vendors directly.

### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us).

When contacting a vendor on statewide contract, always reference PRF69 to receive contract pricing.

### Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

### How To Purchase From The Contract

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the

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bid is then sent to selected vendors to request quotes

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

## Obtaining Quotes

Contract users should always reference PRF69 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

## Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

## Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

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## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at [Comptroller.Info@state.ma.us](mailto:Comptroller.Info@state.ma.us) for additional support.

## Contract Exclusions and Related Statewide Contracts

Projects that are primarily environmentally-focused should consider using Statewide Contract PRF67 Designated DCAMM for Environmental Engineering, Diagnostics and Testing or its successor as an appropriate contract vehicle.

Users of the PRF69 awarded contract should be aware that minor environmental issues are allowable under typical facility engineering projects.

## Additional Information/FAQs

### Geographical Service Area

PRF69 provides an array of firms compatible with the variety of sites in the state where facilities are maintained. Information on each awarded vendor includes a list of covered geographic service area and a regional preference, if any. The five geographic regions for PRF69 RFR are:

- Boston Region
- North Region
- Central Region
- West Region
- South Region

Refer to Appendix B for a comprehensive list of cities/towns within each geographic region listed above.

### Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a

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Contractor. Prompt payment information for each awarded vendor may be found under the PRF69 Master Contract Record.

### **Performance and Payment Time Frames Which Exceed Contract Duration**

All engagements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes for 12 months. All such ongoing engagements with vendors that receive awards on the successor to this contract must be transitioned to the new contract by June 30, 2018. No **new** engagements for services under this Statewide Contract may be executed within six (6) months of the final termination date of this Contract or any time thereafter. Contract duration date is stated on the [first page](#) of this contract user guide.

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## Strategic Sourcing Team Members

- Sorraia Tavares, OSD
- John Clarkeson, DCR
- Christine Cedrone, DCR
- Raul Silva, DCR
- Ruth Teixeira, DCR
- John O'Donnell, DCAMM

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# Contract User Guide for PRF69

## Vendor List and Information\*

Vendor	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Discounts (PPD)	Main Office Location in MA
PRF69 Facilities Engineering Service Master Contract Record (All contract documents)	N/A	Sorraia Tavares	617-720-3304	<a href="mailto:Sorraia.Tavares@state.ma.us">Sorraia.Tavares@state.ma.us</a>	See Appendix B	N/A
AECOM Technical Services, Inc.	VC6000265031 Vendor Line 1	Michael Stiller	617-283-6284	<a href="mailto:Michael.Stiller@aecom.com">Michael.Stiller@aecom.com</a>	See Appendix B	Chelmsford, MA
AI Engineers, Inc.	VC6000200740 Vendor Line 4	Basil B. Bantimba	860-635-7740	<a href="mailto:bbantimba@aiengineers.com">bbantimba@aiengineers.com</a>	See Appendix B	Boston, MA
Alfred Benesch & Company	VC0000633119 Vendor Line 2	Matt Card	617-288-0900	<a href="mailto:mcard@benesch.com">mcard@benesch.com</a>	See Appendix B	Boston, MA
Allen & Major Associates, Inc.	VC6000176417 Vendor Line 3	Timothy J. Williams	781-305-9448	<a href="mailto:twilliams@allenmajor.com">twilliams@allenmajor.com</a>	See Appendix B	Woburn, MA
ALPHA Survey Group, LLC.	VC0000953097 Vendor Line 48	James E. Peterson	508-295-5505	<a href="mailto:james@alphals.com">james@alphals.com</a>	See Appendix B	Middleboro, MA
AMEC Massachusetts, Inc.	VC0000606833 Vendor Line 5	Jeffrey Sotek	518-344-9853	<a href="mailto:Jeff.Soltek@amecfw.com">Jeff.Soltek@amecfw.com</a>	See Appendix B	Chelmsford, MA
Applied Coastal Research and Engineering, Inc.	VC6000185925 Vendor Line 6	John Ramsey	508-539-3737	<a href="mailto:info@appliedcoastal.com">info@appliedcoastal.com</a>	See Appendix B	Mashpee, MA
Arcadis US, Inc.	VC0000498065 Vendor Line 7	Stephen G. Perry, Jr.	781-213-4950	<a href="mailto:Stephen.g.perry@arcadis.com">Stephen.g.perry@arcadis.com</a>	See Appendix B	Wakefield, MA
Banks II Quan Associates, Inc. dba B2Q Associates, Inc.	VC0000634924 Vendor line 8	Richard Andelman	978-447-5717	<a href="mailto:raldelman@b2qassociates.com">raldelman@b2qassociates.com</a>	See Appendix B	Andover, MA
Bayside Engineering, Inc.	VC6000187613 Vendor Line 9	Norman H. Brown	781-932-3201	<a href="mailto:nbrown@baysideengineering.com">nbrown@baysideengineering.com</a>	See Appendix B	Woburn, MA

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Vendor	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Discounts (PPD)	Main Office Location in MA
Beals and Thomas, Inc.	VC6000169700 Vendor line 10	Daniel M. Feeney	508-366-0560	<a href="mailto:dfeeney@bealsandthomas.com">dfeeney@bealsandthomas.com</a>	See Appendix B	Southborough, MA
BETA Group, Inc.	VC6000197143 Vendor line 11	Anthony Lionetta	781-255-1982	<a href="mailto:Tlionetta@BETA-inc.com">Tlionetta@BETA-inc.com</a>	See Appendix B	Norwood, MA
Brennan Consulting, Inc.	VC0000862368 Vendor line 12	Christopher Emilius	781-273-3434	<a href="mailto:cemilius@brennanconsults.com">cemilius@brennanconsults.com</a>	See Appendix B	Burlington, MA
The BSC Group, Inc.	VC6000173026 Vendor Line 13	Genevieve M. Cahill	617-896-4320	<a href="mailto:gcahill@bscgroup.com">gcahill@bscgroup.com</a>	See Appendix B	Boston, MA
CDR Maguire, Inc.	VC6000196773 Vendor Line 14	James A. Jackson	401-437-5617	<a href="mailto:James.jackson@cdrmaguire.com">James.jackson@cdrmaguire.com</a>	See Appendix B	Milton, MA
CDW Consultants, Inc.	VC6000175997 Vendor Line 15	Kathleen Campbell	508-875-2657 x23	<a href="mailto:kcampbell@cdwconsultants.com">kcampbell@cdwconsultants.com</a>	See Appendix B	Natick, MA
Churchill Engineering, Inc.	VC0000650530 Vendor Line 16	Richard M. Churchill	508-747-6969	<a href="mailto:Rickc.cei@verizon.net">Rickc.cei@verizon.net</a>	See Appendix B	Plymouth, MA
Civil & Environmental Consultants, Inc.	VC0000689366 Vendor Line 18	Karlis Skulte	774-501-2176	<a href="mailto:ksulte@cecinc.com">ksulte@cecinc.com</a>	See Appendix B	Raynham, MA
Clough Harbour & Associates, LLP.	VC6000217542 Vendor Line 17	Eric J. Poreda	781-982-5408	<a href="mailto:eporeda@chacompanies.com">eporeda@chacompanies.com</a>	See Appendix B	Norwell, MA
Coneco Engineers and Scientists, Inc.	VC6000178178 Vendor Line 29	Kevin McHugh	617-640-79-49	<a href="mailto:kmchugh@coneco.com">kmchugh@coneco.com</a>	See Appendix B	Bridgewater, MA
EFI Global, Inc.	VC0000419371 Vendor line 19	Robin Decker	978-688-3736	<a href="mailto:Robin_decker@efiglobal.com">Robin_decker@efiglobal.com</a>	See Appendix B	Wilmington, MA
Environmental Partners Group, Inc.	VC6000184738 Vendor Line 20	Helen T. Gordon	617-657-0954	<a href="mailto:htg@environmentalpartners.com">htg@environmentalpartners.com</a>	See Appendix B	Quincy, MA
William K. Fay DBA Fay Engineering Services	VC6000023363 Vendor Line 21	William K. Fay	413-427-2665	<a href="mailto:frenchriverland@gmail.com">frenchriverland@gmail.com</a>	See Appendix B	Ware, MA
Fuss & O'Neill, Inc.	VC6000200116 Vendor Line 47	Timothy St. Germain	413-452-0445	<a href="mailto:tgermain@fando.com">tgermain@fando.com</a>	See Appendix B	Quincy, MA
GEI Consultants, Inc.	VC6000161224 Vendor Line 23	Ileen S. Gladstone	781-721-4000	<a href="mailto:igladstone@geiconsultants.com">igladstone@geiconsultants.com</a>	See Appendix B	Woburn, MA
Geocomp	VC0000955121	Dori Ross	978-635-0012	<a href="mailto:drross@geocomp.com">drross@geocomp.com</a>	See	Acton, MA

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Vendor	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Discounts (PPD)	Main Office Location in MA
Consulting, Inc.	Vendor Line 50				Appendix B	
Gill Engineering Associates, Inc.	VC6000189314 Vendor Line 24	Paul D. Moyer	781-355-7100	<a href="mailto:pmoyer@gill-eng.com">pmoyer@gill-eng.com</a>	See Appendix B	Needham, MA
GZA GeoEnvironmental, Inc.	VC6000160049 Vendor Line 43	Anders Bjarngard	781-278-4802	<a href="mailto:Anders.bjarngard@gza.com">Anders.bjarngard@gza.com</a>	See Appendix B	Norwood, MA
Haley & Aldrich, Inc.	VC6000159036 Vendor Line 25	Denis J. Bell	617-886-7343	<a href="mailto:dbell@haleyaldrich.com">dbell@haleyaldrich.com</a>	See Appendix B	Norwood, MA
HDR Engineering, Inc.	VC6000246415 Vendor Line 26	Bryan Jones	617-357-7779	<a href="mailto:Bryan.n.jones@hdrinc.com">Bryan.n.jones@hdrinc.com</a>	See Appendix B	Boston, MA
Hesnor Engineering Associates, PLLC.	VC0000953096 Vendor Line 49	Michael Trzcinski	413-743-9500	<a href="mailto:mtrzcinski@hesnor.com">mtrzcinski@hesnor.com</a>	See Appendix B	Adams, MA
HRP Associates, Inc.	VC6000200413 Vendor Line 27	Thomas R. Battles	860-674-9570	<a href="mailto:Thomas.battles@hrpassociates.com">Thomas.battles@hrpassociates.com</a>	See Appendix B	East Longmeadow, MA
Jacobs Engineering Group, Inc.	VC0000398354 Vendor Line 28	Andrew White	617-242-9222	<a href="mailto:Andrew.white@jacobs.com">Andrew.white@jacobs.com</a>	See Appendix B	Boston, MA
McMahon Associates, Inc.	VC6000229468 Vendor line 22	Gary R. McNaughton	617-556-0020	<a href="mailto:gmcnaughton@mcmahonassociates.com">gmcnaughton@mcmahonassociates.com</a>	See Appendix B	Boston, MA
Michael Baker International, Inc.	VC6000231566 Vendor Line 30	Heather Ivester	781-225-8802	<a href="mailto:Heather.Ivester@mbakerintl.com">Heather.Ivester@mbakerintl.com</a>	See Appendix B	Waltham, MA
Milone & MacBroom, Inc.	VC6000200447 Vendor Line 31	Mark Arigoni	413-241-6920	<a href="mailto:marigoni@mminc.com">marigoni@mminc.com</a>	See Appendix B	Springfield, MA
Nitsch Engineering, Inc.	VC6000175031 Vendor Line 32	Lisa A. Brothers	617-338-0063	<a href="mailto:Lbrothers@nitscheng.com">Lbrothers@nitscheng.com</a>	See Appendix B	Boston, MA
Pare Corporation	VC6000196855 Vendor Line 33	J. Matthew Bellisle	508-543-1755	<a href="mailto:Mbellisle@parecorp.com">Mbellisle@parecorp.com</a>	See Appendix B	Foxborough, MA
Patrick Engineering, Inc.	VC0000941332 Vendor Line 45	Nicholas Torello	617-583-9409	<a href="mailto:ntorello@patrickco.com">ntorello@patrickco.com</a>	See Appendix B	Boston, MA
Sanborn, Head & Associates, Inc.	VC0000941332 Vendor Line 34	Vernon Kokosa	978-577-1009	<a href="mailto:vkokosa@sanbornhead.com">vkokosa@sanbornhead.com</a>	See Appendix B	Westford, MA
Simpson Gumpertz	VC6000158593 Vendor Line 46	Rosalind V.	781-907-9284	<a href="mailto:rvimbaro@sgh.com">rvimbaro@sgh.com</a>	See	Waltham, MA

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Vendor	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Discounts (PPD)	Main Office Location in MA
& Hager, Inc.		Imbaro			Appendix B	
Stephens Associates Consulting Engineers, LLC.	VC6000124734 Vendor Line 44	Bethel A.H. Stephens	978-988-2115	<a href="mailto:bahstephens@stephensengineers.com">bahstephens@stephensengineers.com</a>	See Appendix B	Brentwood, NH
STV Incorporated	VC6000214646 Vendor Line 36	Karen Breslawski	617-482-7298	<a href="mailto:Karen.breslawski@stvinc.com">Karen.breslawski@stvinc.com</a>	See Appendix B	Boston, MA
Tetra Tech, Inc.	VC6000265327 Vendor Line 37	Edward Ionata	508-786-2276	<a href="mailto:Ed.ionata@tetrattech.com">Ed.ionata@tetrattech.com</a>	See Appendix B	Marlborough, MA
The Vertex Companies, Inc.	VC0000466316 Vendor Line 38	Andrew J. Chagnon	781-952-6000	<a href="mailto:achagnon@vertexeng.com">achagnon@vertexeng.com</a>	See Appendix B	Weymouth, MA
Tighe & Bond, Inc.	VC6000169553 Vendor Line 39	David A. Murphy	603-294-9215	<a href="mailto:damurphy@tighebond.com">damurphy@tighebond.com</a>	See Appendix B	Westfield, MA
TRC Environmental Corporation	VC6000172001 Vendor Line	40	617-385-6024	<a href="mailto:TRonney@trcsolutions.com">TRonney@trcsolutions.com</a>	See Appendix B	Boston, MA
VHB	VC6000166493 Vendor Line 41	Jacob San Antonio	617-607-2710	<a href="mailto:jsanantonio@vhb.com">jsanantonio@vhb.com</a>	See Appendix B	Watertown, MA
Weston & Sampson Engineers, Inc.	VC6000164126 Vendor Line 42	Frank Ricciardi	978-532-1900	<a href="mailto:ricciardif@wseinc.com">ricciardif@wseinc.com</a>	See Appendix B	Peabody, MA
Woodard & Curran New England, Inc.	VC0000860466 Vendor Line 51	Holli Roche	781-613-0513	<a href="mailto:hroche@woodardcurran.com">hroche@woodardcurran.com</a>	See Appendix B	Dedham, MA

\*Note that COMMBUYS is the official system of record for vendor contact information. The vendor table will be updated in January 2018 to include the final list of all awarded vendors.

\*\*Master Contract Record is the central repository for all common contract files.

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# Contract User Guide for PRF69

## Appendix A:

### Geographic Service Area

Central Region	North Region	South Region	West Region	Boston Region
Ashburnham	Acton	Abington	Adams	Arlington
Ashby	Amesbury	Acushnet	Agawam	Belmont
Athol	Andover	Aquinnah	Alford	Boston
Auburn	Ashland	Attleboro	Amherst	Brookline
Ayer	Ayer	Avon	Ashfield	Cambridge
Barre	Bedford	Barnstable	Becket	Dedham
Belchertown	Berlin	Bellingham	Belchertown	Everett
Bellingham	Beverly	Berkley	Bernardston	Lexington
Blackstone	Billerica	Boston Islands	Blandford	Malden
Boylston	Bolton	Bourne	Buckland	Medford
Brimfield	Boston (East Boston)	Braintree	Charlemont	Milton
Brookfield	Boxborough	Brewster	Cheshire	Needham
Charlton	Boxford	Bridgewater	Chester	Newton
Clinton	Burlington	Brockton	Chesterfield	Quincy
Douglas	Carlisle	Canton	Chicopee	Somerville
Dudley	Chelmsford	Carver	Clarksburg	Waltham
Dunstable	Chelsea	Chatham	Colrain	Watertown
East Brookfield	Concord	Chilmark	Conway	Wellesley
Erving	Danvers	Cohasset	Cummington	Weston
Fitchburg	Dover	Dartmouth	Dalton	Winchester
Franklin	Dracut	Dedham	Deerfield	
Gardner	Dunstable	Dennis	East Longmeadow	
Grafton	Essex	Dighton	Easthampton	
Granby	Everett	Duxbury	Egremont	
Groton	Framingham	East Bridgewater	Erving	
Hampden	Georgetown	Eastham	Florida	
Hardwick	Gloucester	Easton	Gill	

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Central Region	North Region	South Region	West Region	Boston Region
Holden	Groveland	Edgartown	Goshen	
Holland	Hamilton	Fairhaven	Granby	
Hopedale	Harvard	Fall River	Granville	
Hopkinton	Haverhill	Falmouth	Great Barrington	
Hubbardston	Holliston	Foxborough	Greenfield	
Lancaster	Hopkinton	Franklin	Hadley	
Leicester	Hudson	Freetown	Hancock	
Leominster	Ipswich	Gosnold	Hatfield	
Leverett	Lawrence	Halifax	Hawley	
Ludlow	Lexington	Hanover	Heath	
Lunenburg	Lincoln	Hanson	Hinsdale	
Mendon	Littleton	Harwich	Holyoke	
Milford	Lowell	Hingham	Huntington	
Millbury	Lynn	Holbrook	Lanesborough	
Millville	Lynnfield	Hull	Lee	
Monson	Malden	Kingston	Lenox	
Montague	Manchester	Lakeville	Leverett	
New Braintree	Marblehead	Mansfield	Leyden	
New Salem	Marlborough	Marion	Longmeadow	
North Brookfield	Maynard	Marshfield	Ludlow	
Northborough	Medfield	Mashpee	Middlefield	
Northbridge	Medford	Mattapoisett	Monroe	
Northfield	Medway	Middleborough	Montague	
Oakham	Melrose	Milton	Monterey	
Orange	Merrimac	Nantucket	Montgomery	
Oxford	Methuen	Needham	Mount Washington	
Palmer	Middleton	New Bedford	New Ashford	
Paxton	Milford	Newton	New Marlborough	
Pelham	Millis	Norfolk	North Adams	
Pepperell	Nahant	North Attleborough	Northampton	

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Central Region	North Region	South Region	West Region	Boston Region
Petersham	Natick	Norton	Northfield	
Phillipston	Needham	Norwell	Otis	
Princeton	Newbury	Norwood	Palmer	
Royalston	Newburyport	Oak Bluffs	Peru	
Rutland	North Andover	Orleans	Pittsfield	
Shirley	North Reading	Pembroke	Plainfield	
Shrewsbury	Northborough	Plainville	Richmond	
Shutesbury	Peabody	Plymouth	Rowe	
Southbridge	Pepperell	Plympton	Russell	
Spencer	Reading	Provincetown	Sandisfield	
Sterling	Revere	Quincy	Savoy	
Sturbridge	Rockport	Randolph	Sheffield	
Sutton	Rowley	Raynham	Shelburne	
Templeton	Salem	Rehoboth	South Hadley	
Townsend	Salisbury	Rochester	Southampton	
Upton	Saugus	Rockland	Southwick	
Uxbridge	Sherborn	Sandwich	Springfield	
Wales	Southborough	Scituate	Stockbridge	
Ware	Stoneham	Seekonk	Sunderland	
Warren	Stow	Sharon	Tolland	
Warwick	Sudbury	Somerset	Tyringham	
Webster	Swampscott	Stoughton	Washington	
Wendell	Tewksbury	Swansea	West Springfield	
West Boylston	Topsfield	Taunton	West Stockbridge	
West Brookfield	Tyngsborough	Tisbury	Westfield	
Westborough	Wakefield	Truro	Westhampton	
Westminster	Wayland	Walpole	Whately	
Winchendon	West Newbury	Wareham	Wilbraham	
Worcester	Westborough	Wellfleet	Williamsburg	
	Westford	West Bridgewater	Williamstown	
	Wilmington	West Tisbury	Windsor	
	Winchester	Westport	Worthington	

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Central Region	North Region	South Region	West Region	Boston Region
	Winthrop	Westwood		
	Woburn	Weymouth		
	Wellesley	Whitman		
	Wenham	Wrentham		
	Wellesley	Yarmouth		
	Wenham			

## Appendix B:

### PPD and SDP Information

Vendor Name	SDP Percentage	PPD - 10 Days	PPD - 15 Days	PPD - 20 Days	PPD - 30 Days
AECOM	3.000%	1.500%	0.000%	0.000%	0.000%
AI Engineers, Inc.	10.000%	0.000%	0.000%	0.000%	2.000%
Alfred Benesch & Company	10.000%	2.000%	0.000%	0.000%	0.000%
Allen & Major Associates, Inc.	5.000%	2.000%	2.000%	2.000%	2.000%
Alpha Survey Group, LLC	5.000%	5.000%	3.000%	2.500%	0.000%
AMEC Massachusetts, Inc.	10.000%	1.000%	1.000%	1.000%	0.000%
Applied Coastal Research and Engineering, Inc.	1.000%	1.000%	0.500%	0.000%	0.000%
Arcadis U.S., Inc.	5.000%	0.080%	0.040%	0.000%	0.000%
B2Q Associates	1.000%	2.000%	1.000%	0.000%	0.000%
Bayside Engineering, Inc.	15.000%	2.000%	0.000%	0.000%	0.000%

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Beals and Thomas, Inc.	3.000%	2.000%	2.000%	2.000%	0.000%
BETA Group, Inc.	5.000%	1.000%	0.500%	0.000%	0.000%
Brennan Consulting Inc	5.000%	0.400%	0.300%	0.200%	0.100%
BSC Group, Inc.	3.000%	2.000%	1.500%	1.000%	0.050%
CDR Maguire Inc.	10.000%	1.000%	1.000%	0.000%	0.000%
CDW Consultants WBE/DBE	5.000%	5.000%	0.000%	0.000%	0.000%
Churchill Engineering	0.100%	4.000%	3.000%	2.000%	1.000%
Civil & Environmental Consultants, Inc.	5.000%	2.000%	2.000%	2.000%	2.000%
Clough, Harbour & Associates LLP	10.000%	4.000%	3.000%	2.000%	2.000%
Coneco Engineers & Scientists, Inc.	5.000%	5.000%	3.000%	2.000%	0.000%
EFI Global, Inc.	8.000%	2.000%	2.000%	1.000%	1.000%
Environmental Partners Group, Inc.	8.500%	3.000%	2.000%	2.000%	1.000%
William K. Fay dba Fay Engineering Services	2.000%	4.000%	3.000%	2.000%	1.000%
Fuss & O'Neill, Inc.	10.000%	1.000%	1.000%	0.000%	0.000%
GEI Consultants, Inc.	4.000%	2.000%	1.500%	1.000%	0.500%
Geocomp Consulting, Inc.	10.000%	1.000%	1.000%	1.000%	1.000%

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Gill Engineering	5.000%	0.000%	0.000%	0.000%	0.000%
GZA GeoEnvironmental, Inc.	8.000%	1.250%	1.000%	0.750%	0.500%
Haley & Aldrich, Inc.	10.000%	5.000%	2.000%	0.000%	0.000%
HDR Engineering, Inc.	8.000%	0.500%	0.500%	0.250%	0.250%
Hesnor Engineering Associates, PLLC	18.000%	5.000%	4.000%	3.000%	2.000%
HRP Associates Inc.	15.000%	2.000%	1.500%	1.000%	0.500%
Jacobs Engineering Group Inc.	10.000%	0.500%	0.000%	0.000%	0.000%
McMahon Associates	10.000%	2.000%	1.000%	0.000%	0.000%
Michael Baker International, Inc.	5.000%	0.25%	0.10%	0.000%	0.000%
Milone & MacBroom, Inc.	7.000%	2.000%	2.000%	2.000%	2.000%
Nitsch Engineering, Inc.	16.000%	1.000%	0.750%	0.500%	0.250%
Pare Corporation	12.000%	2.000%	2.000%	1.000%	0.500%
Patrick Engineering, Inc.	15.000%	1.000%	0.00%	0.00%	0.00%
Sanborn, Head & Associates, Inc.	10.000%	1.000%	0.750%	0.500%	0.250%
Simpson Gumpertz & Heger, Inc.	10.000%	2.000%	2.000%	2.000%	2.000%
Stephens Associates Consulting Engineers, LLC	1.000%	2.000%	1.500%	1.000%	0.500%

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STV Incorporated	18.000%	0.25%	0.10%	0.000%	0.000%
Tetra Tech	12.000%	1.500%	1.500%	1.500%	1.500%
The Vertex Companies, Inc.	2.000%	1.000%	0.750%	0.500%	0.000%
Tighe & Bond, Inc.	5.000%	1.000%	0.500%	0.000%	0.000%
TRC Environmental Corporation	10.000%	2.000%	2.000%	1.000%	1.000%
VHB	10.000%	1.000%	1.000%	1.000%	0.000%
Weston & Sampson Engineers, Inc.	5.000%	1.000%	1.000%	1.000%	1.000%
Woodard & Curran New England, Inc.	10.000%	2.000%	0.000%	0.000%	0.000%

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